



Crafting the SIC's Annual *Report to the Parents*

What is the "Report to the Parents?"

South Carolina statute (Act 135 of 1993) requires each of the state's local School Improvement Councils (SICs) to publish and distribute a *Report to the Parents* by April 30th of each year highlighting the progress the school is making in achieving the goals and objectives of the its five-year School Improvement Plan and the SIC's annual goals. This *Report* is unique to each school and is developed by the SIC with input of the principal to share the challenges and successes of the school, students, parents, and teachers for the current school year.

What information should be included in the "Report to the Parents?"

General Information

- Name of the *Report*, school name and the year being reported
- School address, phone number, email/web address, school mission statement
- Principal's name and/or names of the school administrative team
- Names and contact information of SIC members, indicating parents, teachers, students, community or ex-officio members
- Purpose of the *Report*

Content

- SIC annual goals clearly stated with highlights of progress achieved
- For schools rated as "At Risk," revisions to goals and School Improvement Plan **MUST** be included
- Challenges or special conditions of the school (such as changes in student population) or other factors (reference annual *S.C. School Report Card*) being addressed by the school
- Test results beyond those reported on the *School Report Card*, such as MAT, CSAB, SAT, ACT, or other district required test
- Ratings from the *School Report Card* plus comments related to goals

Special Information

- Programs unique to the school (Language, Single-Gender, Arts-Infused, Montessori, etc.)
- Recognitions/awards earned by students, teachers, parents, and the school
- Southern Association of Colleges and Schools (SACS) accreditation plan, participation in any state or national events

How can SICs make the “Report” into an effective publication?

Consider the reading level and interest of the audience.

- Use bullet statements or highlight specific points for emphasis
- Limit prose to brief, concise statements
- Avoid the use of education jargon and acronyms (have several parents review a draft of the *Report* for understanding and suggestions)

Create an attractive, easy-to-read brochure and cost-effective Report.

- Use an 8.5 x 11 paper commonly found at school
- Select a colored paper or ink, paying attention to contrast and readability
- Fold the paper in half or in thirds to create a bi-fold or tri-fold brochure format
- Choose complimentary fonts and use a variety of type sizes for copy and section headers
- Use graphs or pictures to display supplementary testing information – but avoid charts
- Include pictures of students and/or special graphics, such as a school mascot, logo or other related theme
- Other helpful tips and sample *Reports to the Parents* can be found on the SC-SIC website, <http://sic.sc.gov>

Who should receive the SIC’s “Report to the Parents?”

- State law requires that all parents of students in the school receive a copy of the *Report to the Parents* on or before April 30th of each year
- Additional copies should be available in the school’s front office
- Copies of the *Report* can also be distributed to the greater school community (consider placing them in local grocery stores, medical/dental offices, health clinics, public libraries, churches, local Chamber of Commerce, etc.)
- Post an electronic version of the *Report* on the school’s website
- Send a copy to the SIC District Contact
- Submit an electronic copy of the Report to the SC-SIC state office by June 1st

For additional information or assistance, contact:

*S.C. School Improvement Council
USC College of Education, Suite 001
Columbia, South Carolina 29208
1-800-868-2232
<http://sic.sc.gov>*

Located at the University of South Carolina’s College of Education, the S.C. School Improvement Council (SC-SIC) was established in state law over three decades ago to provide the member training, technical assistance, statutory accountability, and operational resources vital to the continued success of the community-based School Improvement Councils in each of the state’s 1,100-plus K-12 public schools.